

**COVENTRY HOUSING AUTHORITY**  
**MINUTES**  
**OCTOBER 17, 2012**

**The Chairman, Paul Pasch called the meeting to order at 4:30 and the following commissioners were present: Rebecca Parenteau Robert DiPadua and Maurice DeGraide. Rosalie Jalbert was not in attendance due to illness. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.**

**MINUTES:**

**Motion was made by Commissioner DiPadua and seconded by Commissioner DeGraide to approve the minutes of the September 19, 2012 meeting as presented. Motion carried with all in favor.**

**TREASURER'S REPORT:**

**After review of expenditures, motion was made by Commissioner DeGraide and seconded by Commissioner DiPadua to approve the Treasurer's Report as submitted. Motion carried with all in favor.**

**Year to Date Financials through August 31, 2012 show Public Housing reserves up to 108%, but this is before building the garage**

**so this number will come down. Some extraordinary maintenance items were also completed in the Public Housing area. The Section 8 program is leasing at 99% and earning admin fees.**

## **EXECUTIVE DIRECTOR'S REPORT:**

**Flood Update: The flooring for the Community Hall has been ordered and will not be replaced until after the election. The claim for \$45,000 in damages has been submitted to the insurance company. There will be a \$2,500 deductible.**

**The NRT flooring/painting project is running on schedule. Building 5 is complete and Building 6 will be completed by tomorrow evening.**

**The final closing of Golden Ridge took place on September 24th and a "Meet and Greet" was held on October 4th. Residents were introduced to the tenant handbook, the monthly newsletter and the KOV tenant's association. The association by-laws were amended to include the residents of Golden Ridge.**

**Seven people from Coventry Housing attended the Housing America luncheon on October 12th. Public Housing resident Bernard Kenanhan carried a flag into the ceremony and sang God Bless America.**

**Coventry Housing Authority received their Final Obligation of Subsidy letter from HUD, which is included in today's packet. The HUD-52723 was approved at 100% but the Authority has been informed that 95% will be received, with no explanation of the**

missing 5%. According to Julie, the Authority only budgeted to receive 88% so there will be no problem.

Coventry Housing has received notification that the FSS grant application has been awarded in the amount of \$51,571 for the 2013 calendar year.

Coventry Housing has become members of the Institute of Real Estate Management (IREM). IREM is a nationally, professional real estate management association that serves both multi-family and commercial real estate. Staff has attended several membership trainings. The annual cost is \$205 per year.

The contract for work to build the NRT garage has begun effective October 3rd and the garage is expected to be completed by December 17th, including driveway and landscaping, weather permitting. Julie reports that she is impressed by the contractor doing the work.

The annual UPIC inspections of buildings, grounds, units and systems began on October 10th for the KOV, JOH and NRT properties.

All maintenance vehicles have been serviced and snow blowers are out being tuned up to prepare for the season.

## **MAINTENANCE REPORT:**

Discussion was held regarding the break-in at Golden Ridge. A

**second floor door was damaged by a crowbar, however no one gained entry. The intruders were unaware that the door was not locked.**

#### **HOUSING REPORT:**

**It has been a quiet year for turnovers in Public Housing. Section 8 had a drop in September, however vouchers are being issued. The reports for Crossroads, Golden Ridge and the Meadows will be kept the way they are for now but Julie will develop a consolidated report in the future.**

#### **RESIDENT SERVICE COORDINATOR:**

**The Fiddle Fit exercise class and the knitting group continue and the Coventry Health center continues to perform free blood pressure clinics.**

#### **FAMILY SELF-SUFFICIENCY:**

**One FSS participant graduated from the Certified Nursing Assistance Program and gained employment. She has met with a contact at CCRI to enroll in college.**

**UNFINISHED BUSINESS: None to discuss.**

**NEW BUSINESS:**

**A) Change in November meeting date:** The November meeting is currently scheduled for the 21st, which is the day before Thanksgiving. The meeting was changed to Wednesday, November 14th, with a work session to be held after the meeting to discuss the 2013 budget.

**B) EDEP Certification Program:** The Legal Issues course, which is required as part of the Executive Director Certification Program is being offered in January 2013. It will not be offered again until September of 2014. This is the final course Julie needs to take to complete the program. She is requesting approval of the board to attend the 2013 PHADA Commissioners Conference in San Diego to complete the final course and to attend the conference. Motion was made by Commissioner DiPadua and seconded by Commissioner DeGraide to send Julie to the conference and the class and for one other person to attend, if anyone wishes to. Motion carried with all in favor.

**There being no further business to discuss, motion was made by**

**Commissioner Parenteau and seconded by Commissioner DiPadua to adjourn. Motion carried with all in favor.**

**GAIL T. WOODWARD  
RECORDING SECRETARY**